



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



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SUBJECT: ORGANIZATION AND ADMINISTRATION

1.0 PURPOSE

The purpose of this policy is to establish the organizational and administrative structure and principles of command of the DPS Law Enforcement Program. This policy includes *Attachment A: Organizational Structure Chart* that visually depicts the department's structure.

2.0 POLICY

It is the policy of DPS to maintain organizational structure and administration for maximum efficiency and effectiveness.

3.0 APPLICABILITY

This policy is applicable to all commissioned employees of DPS.

4.0 REFERENCES

A. CALEA Chapter 11 - Organization and Administration

B. Section 29 Article 2 State Police, NMSA 1978

5.0 DEFINITIONS

NONE

6.0 PROCEDURE

A. Organization and Administrative Structure

1. The State Police is a para-military organization with the following rank structure:
 - a. Deputy Secretary of Operations – Chief
 - b. Adjutant Chief
 - c. Deputy Chief
 - d. Major
 - e. Captain
 - f. Lieutenant
 - g. Sergeant
 - h. Senior Patrolman/Agent
 - i. Patrolman/Agent
 - j. Recruit Officer

2. The job specifications regarding the aforementioned positions can be viewed in *Attachment E: Job Specifications*.
3. The State Police is commanded by the Chief, who is appointed by the Cabinet Secretary of the Department of Public Safety. The Chief of the State Police is selected from within the ranks of the Department. Prerequisites for the position include a minimum of ten (10) continuous years of service with the Department immediately prior to appointment, with a minimum of three (3) years in a supervisory capacity.
4. The Office of Chief of the State Police also functions as the **Deputy Secretary of Operations for the Department of Public Safety**. As such, the Chief is responsible for overseeing all aspects of the Law Enforcement Program; the group of state law enforcement entities within DPS comprised of the State Police Division and the Training and Recruiting Bureau.
5. **Adjutant Chief**, which reports directly to the Chief of the State Police, is responsible for the day-to-day operations of the State Police and/or bureaus. The Adjutant Chief serves as the Chief of Staff and is appointed in rank by the Chief of the State Police.
6. **Deputy Chief**, which reports directly to the Adjutant Chief of the State Police, is responsible for the day-to-day operation of his/her assigned bureaus, and is appointed in rank by the Chief of the State Police.
7. **Standards Bureau** – Commanded by a supervisor whose rank is at the discretion of the Chief and who reports directly to the Chief. This bureau manages internal affairs complaints and investigations, and also maintains responsibility over the Research & Development Section.
8. **Training and Recruiting Bureau** – Commanded by a supervisor whose rank is at the discretion of the Chief and who reports directly to a Deputy Chief. This bureau is comprised of the State Police Training and Recruiting Bureau and the State Police Recruit School.
9. **Special Operations Bureau** – Commanded by a supervisor whose rank is at the discretion of the Chief and who reports directly to a Deputy Chief. This position oversees all specialty teams and the Aircraft Section, as well as the Department's Special Operations Functions.
10. **Governor's Security Detail** – Commanded by a supervisor whose rank is at the discretion of the Chief and who reports directly to the Chief. This section provides security and transportation to the Governor and the First Family.
11. **Public Information Officer** – Commanded by a supervisor whose rank is at the discretion of the Chief and who reports directly to the Chief. This position functions as the departmental public information officer or spokesperson.
12. **Communications Officer** – Commanded by a civilian or a supervisor whose rank is at the discretion of the Chief and who reports directly to the Chief. This position oversees all agency communication/dispatch centers.

13. Based on the department rank structure as a para-military organization, when the Chief is absent, he/she will appoint a temporary replacement to act on the Chief's behalf in order to continue Department operations.
 - a. In a normal or expected absence of the Chief, the Adjutant Chief will serve as his/her temporary replacement.
 - b. In exceptional circumstances and/or in the event that the Chief is incapacitated, or has an extended absence, the Adjutant Chief will temporarily assume the Chief's duties. In the event that both the Chief and Adjutant Chief are incapacitated, the member of the Chief's staff, as designated by the Cabinet Secretary, will temporarily assume the Chief's duties. In the event of a large scale incapacitation/absence, the above process will continue through the ranks assigned to the Chief's staff.
 - c. In situations involving personnel of different functions engaged in a single operation, the commander, or his/her designee of the major function guiding the operation shall assume operational command.

Example: The service of a high-risk search warrant involving the Investigations Bureau and the State Police Tactical Team. In this scenario, the search warrant was obtained by Investigations Bureau; therefore, Investigations has operational command. However, the other Departmental functions shall coordinate their responses through the operational commander; e.g. the Tactical Team will have command over the tactical aspects of the operation but must work under the auspices of the Investigations Bureau operational commander.

B. State Police Bureaus – The State Police is separated into two main Bureaus, the Uniform Services Bureau and the Investigations Bureau; each whose commander is designated by the Chief and reports to a Deputy Chief.

1. Procedures for the communication, coordination, and cooperation amongst all agency functions and personnel
 - a. Communication, coordination, and cooperation between all agency functions is encouraged and expected.
 - b. Representatives from all bureaus/divisions of the Department of Public Safety shall attend and participate in weekly staff meetings with the Chief or his designees. Each bureau/division will have the opportunity to discuss administrative or operational aspects of their respective areas during this staff meeting.
 - c. Each bureau/division will also participate in a weekly telephone conference designed to promote information sharing amongst each area of the Department. In this conference, representatives from each bureau/division as well as each state police district shall participate.
 - d. Representatives from each bureau/division are encouraged to meet and confer with other area representatives in an informal setting to achieve information sharing. This may be accomplished through shift briefings, informal meetings, etc.

2. Uniform Services Bureau

- a. The Uniform Services Bureau is comprised of four entities; East Zone, West Zone, Motor Transportation Bureau, and Special Operations:
- b. The two geographic zones are the East Zone and the West Zone with each being commanded by a Major who reports to a Deputy Chief. The Motor transportation Bureau is commanded by a Deputy Chief who reports to the Chief.
 - i. Each zone is a compilation of uniform districts whose geographic boundaries are determined by the Office of the Chief. Each district is commanded by a supervisor whose rank is at the discretion of the Chief and staffed by captains, lieutenants, sergeants, officers, and support staff, as deemed necessary for function.
 1. Each uniform district is staffed by uniformed officers, responsible for the preliminary, and in some cases, entire investigation of calls for service, traffic law enforcement, and directed patrol activities within its boundaries.
- c. Motor Transportation Bureau is a compilation of uniform districts whose geographic boundaries are determined by the Office of the Chief. Each district is commanded by a supervisor whose rank is at the discretion of the Chief and staffed by captains, lieutenants, sergeants, officers, and support staff, as deemed necessary for function.
- d. The Special Operations Bureau commander reports to a Deputy Chief.
 - i. The Special Operations Bureau is comprised of the Department's Fleet Management section, the agency liaison to the Governor's Office of Homeland Security and Emergency Management, and the Hazardous Materials/WIPP/WMD Coordinator.
 - ii. The Special Operations Bureau encompasses the department's *full-time* specialty assignments to include the following:
 - a. Aircraft Section
 - b. Search and Rescue
 - c. Tactical Team – Full-time elements
 - iii. The Special Operations Bureau also encompasses the department's *part-time* specialty assignments to include the following:
 - a. Search and Recovery Dive Team
 - b. Tactical Team – Part-time elements
 - c. Motorcycle Unit
 - d. Explosive Ordnance Disposal Team
 - e. Emergency Response Team
 - f. Honor Guard

- g. Hostage Negotiations
- h. Peer Officer Support Team
- i. Tactical Emergency Medical Support Team
- iv. These special operation assignments function as specialty support for the Department.
- v. An annual review will be conducted for each specialized assignment within the Special Operations Bureau to determine whether the assignment/team shall be continued. Refer to *Attachment C: Annual Review of Specialized Assignments and Teams*.
- vi. A quarterly review and inspection will be conducted within the Special Operations Bureau to ensure the preparedness of each unit and assigned equipment. Refer to *Attachment D: Quarterly Review of Specialized Teams*.
- vii. A copy of the annual and quarterly reviews will be forwarded to the Research & Development Section for accreditation purposes in January of each year.

3. Investigations Bureau

- a. The operations of the Investigations Bureau are overseen by a Major, who reports to a Deputy Chief.
- b. The Investigations Bureau is comprised of a North Zone and South Zone.
 - i. The Investigations Bureau zones are commanded by supervisors whose rank are at the discretion of the Chief, and is staffed with captains, lieutenants, sergeants, and agents, as deemed necessary for the function.
 - ii. This Bureau is responsible for conducting investigations of major felonious crimes, conducting follow-up investigations as required, assisting the patrol function, and other law enforcement agency personnel in furthering criminal investigations.
 - iii. The Investigations Bureau houses units specializing in criminal analysis and crime scene processing.
 - iv. The Investigations Bureau is responsible for the investigation and suppression of controlled substance-related offenses and activities, Clandestine Laboratories, intelligence gathering and dissemination, and participation in such regional, federal, or local task forces, as determined by executive command staff. The DPS Canine Handlers are assigned to IB to assist in this mission.
 - v. An annual review will be conducted for each specialized assignment within the Investigations Bureau to include the Online Predator Unit, Crime Scene Technician, Polygrapher, and Clandestine Lab Technician to determine whether the particular unit shall be continued. Refer to *Attachment C: Annual Review of Specialized Assignments and Teams*.

- vi. A copy of the annual review will be forwarded to the Research & Development Section for accreditation purposes in January of each year.

C. Unity of Command/Supervisory Accountability

1. Each organizational component of the State Police shall be under the supervision and command of only one supervisor at any given time.
2. The span of control must allow for effective direction, coordination, and control. The number of subordinates assigned to and under the immediate control of a given supervisor shall be limited to a reasonable number so as not to be excessive.
3. Proper span of control will be determined by factors such as:
 - a. Ability of the subordinate(s).
 - b. Complexity of the tasks to be performed by the subordinate.
 - c. Separation by time or distance of the supervisor and the immediate subordinates.
 - d. Number of supervisors on duty at a given time.
4. Each employee shall be accountable to only one supervisor at any given time.
5. Each employee shall have a clear understanding of the reporting relationship to their supervisor, and shall have access to that supervisor or designee, as applicable.
6. Supervisors may designate an “acting” or “temporary” supervisor to act in their place during an absence. In this event, each subordinate shall be informed who will be filling the temporary assignment and its duration.
 - a. Authority and functions may be delegated to subordinates, but responsibility remains with the supervisor who made the assignment.
 - b. Each employee shall obey the lawful orders and instructions of persons assigned to direct their activities.
7. At each organizational level, employees who are assigned responsibility to perform a given task(s) shall be afforded the commensurate functional authority to effectively execute their duties.
8. Employees shall be held accountable for the judicious use of delegated authority for its application in accordance with the provisions of law and compliance with established Departmental policies, procedures, rules, regulations, and directives.
9. Supervisory personnel are accountable for:
 - a. Subordinates’ adherence to Department rules, regulations, policies, procedures, and directives.
 - b. Ensuring that subordinates have direct and ready access to rules, regulations, policies, procedures, and directives.
 - c. The activities of all subordinates under their immediate control.

- d. Maintaining an awareness of current Departmental rules, regulations, policies, procedures, and directives.
- e. The maintenance of discipline and the provision of leadership, supervision, and example to ensure the efficiency of department operations.
- f. Supervisory personnel remain accountable for all job related failures on the part of their subordinates, when the supervisor was aware of the potential for failure and failed to take the appropriate action to correct the deficiency.

D. Administrative Reporting

The operations of the department are documented on specific administrative reports. Those administrative reports are described in *Attachment B: Administrative Reports Guide*.

E. Administrative Compliance with Accreditation Standards

1. The Research & Development Section shall have the authority to manage the Department's compliance to accreditation standards, including but not limited to:
 - a. Making assignments to conduct analyses.
 - b. Making assignments to generate reports.
 - c. Making assignments to produce proofs.
2. The Research & Development Section shall issue assignments, through the Office of the Chief, for specific personnel to complete reports, reviews, and other accreditation activities as well as ensuring these tasks are accomplished accurately and in a timely manner.
3. The Research & Development Section shall develop a system which identifies accreditation tasks, who is assigned to complete the task, and deadlines for completion. This system will also detail when assignments are not completed.

7.0 ATTACHMENTS

A. Organizational Structure Chart

B. Administrative Reports Guide

C. Annual Review of Specialized Assignments and Teams

D. Quarterly Review of Specialized Teams

E. Job Specifications

8.0 APPROVAL

APPROVED BY: s/Gregory J. Fouratt DATE: July 29, 2015
DPS Cabinet Secretary